Hazard Identification

The process of identifying and fixing potential hazards in the workplace is called hazards management – a simple procedure where you assess and control the risk of hazards to workers. A hazard is something that has the potential to harm the health and safety of people at work.

A hazard may include sources or situations with a potential for harm in terms of injury, ill health, damage to property, damage to the environment or a combination of all of these.

All hazards, incidents and accidents involving SimWen Consulting Group, property and activities must be reported, investigated and recorded in accordance with the SimWen Consulting Group policies and procedures.

Carrying out regular safety inspection can identify unsafe conditions. A safety inspection is a procedure carried out in all organisations, the purpose of a safety inspection is to:

* Determine the hazards in the workplace
* Identify any unsafe acts
* Determine the risk associated with the hazard
* Put in place control measure to eliminate the risk or at the very least, reduce it.

**How to Identify a Hazard**

* Review hazard identification techniques and tool in consultation with staff and students in the area, and OHS specialists if required, to ensure staff and students are suitably comprehensive.
* Check records of injuries and illnesses that have occurred in the workplace that could help identify less obvious hazards.
* Regularly conduct inspections in the workplace, looking for any potential hazards that could cause harm. These could include; cables and cords, scattered chairs, bags on the floor, incorrect ergonomic furniture, etc.
* Use a checklist as a guide for types of general hazards when conducting inspections.
* Talk to other staff or students if they have noticed anything that they feel is unsafe as it may not be obvious to you.
* If a hazard is found, they must then be reported the Safety and Health Representative using a Hazard Report Form.

A hazard is placed in one of three categories based on the likelihood of risk, these categories are;

1. Category “A” – type hazard is regarded as dangerous and requires **immediate** corrective action.
2. Category “B” – type hazard is less dangerous and corrective action must be taken within **three weeks.**
3. Category “C” – type hazard must be corrected within **eight weeks**.